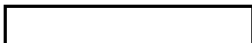


18 January 1974

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Re: Designation of Directorate Archivist

The roles of a records management officer and an archivist are related but different. They are both concerned with what records an agency develops and why as well as how such records are organized and used. However, the interests of the records manager, among other things, centers on the efficient and economical development, utilization and maintenance of active records as well as the development of a master plan to control the systematic retention, transfer, retirement or disposal of the records of the agency.

The records management officer makes recommendations as to what types of records are to be preserved as permanent documentation of the agency's mission and recommends logical and economical retention periods for types of records of only temporary value. These are formalized in the Records Control Schedule. The guidelines for the RMO's recommendations are the General Records Schedules issued by the National Archives and Records Service (NARS). These schedules give general appraisal evaluation guide lines for most of the different types of documents created by the U. S. Government. It is a fairly simple matter to draw up control schedules for records concerning personnel, financial, logistics, communications, publications, cartographic, photographic, security and research and development (technical and scientific) matters. Unfortunately, the same is not true for policy records, among the most important and the segment which gives us the most trouble in our management of records. NARS cannot offer comprehensive appraisal standards on these without understanding completely the mission and functions and intricacies of a particular agency. It is up to the agency to come up with its own guidelines for unique or questionable collections. This is not the province of a records management officer but of an archivist.

The main concern of an archivist is to insure that records of enduring historical or other value are preserved for posterity. In reaching conclusions and

developing appraisals evaluations, archivists exercise a broad knowledge of the research sources, needs and methods of the field or fields (i.e., history, political science, economics, sociology, etc.) for which records have potential value beyond operational needs.

STAT As stated above, much of this has been done by NARS for routine but not for policy records or other non-routine material. For example, when I needed to move the Vietnam collection (non-scheduled) from the ODDI vault, I took [] in the absence of a Directorate Archivist, with me for appraisal purposes. His professional expertise and judgment were respected by Walt Elder and the collection will be used in the writing of the history of Agency involvement in Vietnam.

The concept of Directorate Archivists has been under discussion for four years. I endorsed this idea when it was put forth originally and I still endorse it. I feel that we in the DDI have a strong responsibility to appoint a well qualified individual to this job. The DDI takes pride in being the scholarly part of the Agency and we owe it to ourselves and to the Agency to document for history not just the publications we produce but who we are, what we are and why we are. This is even more important today than previously for with the deletion of the position of Directorate Historian and the pending retirement of the incumbent we will be left with a functional void which would be lessened if we had a related point of contact, the Archivist.

STAT I believe [] would be an excellent choice for DDI Archivist. He definitely has the necessary qualifications. The workload should not be great. If it turns out to be we can re-examine the situation and make any changes, personnel or other, you feel are required.

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